



STATE OF MISSOURI
Office of Administration
Division of Facilities Management, Design & Construction
Harry S Truman Building
301 West High Street, Room 730
Jefferson City, Missouri 65101
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Application for use of State Facilities

Applicant Information

Organization		
Contact Name		
Mailing Address		
City	State	Zip
Phone Number	FAX Number	E-Mail Address

Event Information

Name of Event		
Type of Event	<input type="checkbox"/> Rally	<input type="checkbox"/> News Conference
	<input type="checkbox"/> Musical/Singing	<input type="checkbox"/> Speaking Engagement
		<input type="checkbox"/> Display
		<input type="checkbox"/> Other (Specify)
Event Date:		
Pre-Access Time	Event Start Time:	Event End Time:
Number Attending		

Location Requested

<input type="checkbox"/> Capitol 1 st Floor Rotunda
<input type="checkbox"/> Capitol South Steps and Lawn
<input type="checkbox"/> Other (specify)

ALL EVENTS ARE TO BE CARRIED OUT IN ACCORDANCE WITH THE CODE OF STATE REGULATIONS 35-1.050

Signature of Applicant

Date

Event Planning Worksheet

Audio-Visual Equipment Needed

- ☐ Sound System
- ☐ Portable Projection Screen
- ☐ Other (specify)

Furnishing/Staging Equipment Needed

Quantity		Quantity	
	Chairs		Stage (4'X8' sections)
	Easels		Backdrop
	Flag - Federal		Stanchions
	Flag - State		Tables
	Podium		Other (specify)

Seating Arrangement

Describe any special seating arrangements other than theater seating

Electrical Requirements

Describe any electrical needs you may have

Special Setups

List any special setup items that will be brought onto capitol grounds (tents, signs, banners, hot air balloons, etc)

Comments

**STATE OF MISSOURI USE PERMITS
POLICIES AND PROCEDURES**

The following is the Code of State Regulations (CSR 35-1.050) which pertains to use of the Capitol Building and grounds. All permits must be approved by the Office of Administration, Division of Facilities Management, Design & Construction.

(A) The following activities and conditions are not permitted in or about the Capitol Building and grounds, as defined in section (1) of this rule:

1. Purely private social events, such as weddings, regardless of the type or content;
2. The service or consumption of alcoholic beverages, except as provided in paragraph (4)(A)3.;
3. Box lunches, buffet style or "sit down" food service, or any other service of food or beverage is prohibited in the rotunda, except that the service of food and beverage, including alcoholic beverages, is permitted if it is part of a state government function and is approved by the Board of Public Buildings. The service of food or beverage on the Capitol grounds is prohibited unless approved by the facility manager and the food or beverage is served without charge;
4. In order to minimize damage to the rotunda floor, dance events, including demonstrations such as clogging, square dancing and other such activities, are prohibited in the rotunda, unless the events are part of a state government function and are approved by the Board of Public Buildings;
5. Commercial activities, including the sale of any goods or services and any other activities undertaken for the primary purpose of obtaining a financial return for the benefit of an individual or organization, whether organized for profit or not, except as otherwise authorized in this rule;
6. The solicitation of contributions, gifts or donations is prohibited in all common areas of the Capitol Building, and the distribution of leaflets or other materials and all other forms of solicitation, including solicitation of support for any political candidate or cause is prohibited in all common areas of the Capitol Building except the rotunda and the south steps.
7. Making any speech or conducting any organized activity involving two (2) or more persons without first obtaining a permit from the facility manager, or distributing leaflets or other materials which have not been provided to the facility manager in conjunction with an application for a permit, or leaving leaflets or other materials unattended;
8. Any activity that obstructs the free ingress or egress of those wishing to enter or leave the rotunda or other portions of the Capitol;
9. A sound level, noise, or any other activity that disrupts the business of government in the Capitol;
10. The use of balloons of any kind in the rotunda;
11. Smoking in any of the common areas inside the Capitol Building, except in those areas that have specifically been designated as "smoking areas;"
12. Guns or weapons of any kind, except as authorized by law;
13. The use, in the rotunda, of lighted candles or other devices which produce flames;
14. Signs, banners and like material shall not be fastened in any way to the walls, surfaces, or railing surrounding the rotunda. Wood, metal or plastic poles or standards shall not be used to support signs or banners and shall not be brought onto the Capitol grounds. Signs displayed during an activity shall not contain any obscene words or symbols;
15. Any other activity that presents a significant likelihood of damage to the rotunda or other portions of the Capitol;
16. Camping, as previously defined in this rule; and
17. Any activity that is a violation of federal, state or local law.

(B) Permit System for Use of Capitol. No person or organization shall have the exclusive use of any portion of the rotunda or any other part of the Capitol Building and grounds, unless the facility manager has issued to that person or organization a permit for the use of the facility. The terms and conditions for the issuance of permits shall be as specified in paragraphs (4)(B)1.-3.:

1. Applications for Permits.

Applications for permits shall be in writing and shall include the following information:

A. The full names, mailing addresses and telephone numbers of the person or organization sponsoring the proposed activity and of an individual who agrees to accept responsibility for supervising the proposed activity;

B. A description of the proposed activity and an estimate of the number of persons who will participate in the proposed activity;

C. A description of the part of the Capitol Building and grounds that the applicant wishes to use and a listing of the dates and hours during which the applicant wishes to use them; and

D. A description of the sanitation facilities, utilities, security, and other equipment and services that will be required for the proposed activity, such as chairs, podiums and microphones, and a description of the means proposed for providing those items.

2. Issuance of permits. Permits shall be issued by the facility manager, on a first-come, first-served basis to those persons or organizations who comply with the requirements of this rule.

3. Conditions.

A. The facility manager may impose reasonable limits on the duration of the activity and the space allocated to it, and may furnish materials, supplies and equipment needed for the activity, if such are available, but may limit the amount furnished so that government property may remain accessible to other members of the general public. All permits issued shall require the permittee to comply with the conditions described in sub-section (4)(A) hereof.

B. The facility manager may also impose such other conditions as are reasonably necessary to prevent damage to state government property, prevent disruption of the conduct of state business, provide for the safety and security of the public, provide adequate sanitation facilities, and protect the health and safety of those attending or participating in the activity covered by the permit.

C. The facility manager may also impose reasonable charges for the cost of any food or drink, utilities, supporting physical arrangements, security or other personnel, or equipment over and above the services normally provided at the building during the time of the activity. The facility manager may waive such costs for government entities or if it is not practicable to identify the amount of the additional costs or if the amount is insignificant.

4. Disapprovals; cancellations. The facility manager may disapprove any application and may cancel an issued permit, even after the applicant has begun using the facility, if the application is false or incomplete or if the applicant fails to comply with the conditions specified in the permit or fails to comply with the provisions of this rule. In addition, the facility manager may disapprove applications submitted by those who have repeatedly failed to comply with the terms and conditions of permits previously issued to them.

5. Exceptions. The Board of Public Buildings may make exceptions to this rule if it deems the exception to be in the best interest of the state.